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# Department of Defense INSTRUCTION

January 11, 1996  
NUMBER 1215.18

ASD(RA)

SUBJECT: Reserve Component Member Participation Requirements

- References: (a) DoD Directive 1215.13, "Reserve Component Member Participation Policy," December 14, 1995  
(b) Title 10, United States Code  
(c) DoD Directive 1332.14, "Enlisted Administrative Separations," January 28, 1982  
(d) DoD Instruction 7730.54, "Reserve Components Common Personnel Data System (RCCPDS)," March 15, 1991  
(e) through (k), see enclosure 1

## A. PURPOSE

This Instruction:

1. Implements the policy prescribed under reference (a).
2. Assigns responsibilities and prescribes procedures for satisfactory participation by members of the National Guard and the Reserve components in units and organizations of the Selected Reserve (SELRES) and as members of the Ready Reserve not assigned to the SELRES.

## B. APPLICABILITY

This Instruction applies to the Office of the Secretary of Defense and the Military Departments. The term "Military Services," as used herein, refers to the Army, the Navy, the Air Force, the Marine Corps and the Coast Guard (by agreement with the Department of Transportation when it is not operating as a Military Service in the Navy). The term "Military Departments," as used herein, refers to the Departments of the Army, the Navy, the Air Force, and the Coast Guard when it is not operating as a Service in the Department of the Navy.

## C. DEFINITIONS

Terms used in this Instruction are defined in enclosure 2.

## D. POLICY

It is Department of Defense policy under reference (a) that criteria be established for satisfactory participation by members of the National Guard and Reserve components and that

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administrative procedures be established for processing those members who do not meet the member participation requirements.

#### E. RESPONSIBILITIES

1. The Assistant Secretary of Defense for Reserve Affairs, under the Under Secretary of Defense for Personnel and Readiness, consistent with this Instruction, shall:

a. Establish criteria for satisfactory participation by members of the National Guard and Reserve components in units and organizations of the SELRES and as members of the Ready Reserve not assigned to the SELRES; and,

b. Establish administrative procedures for processing members of the National Guard and Reserve components who do not meet the member participation requirements.

2. The Secretaries of the Military Departments, consistent with this Instruction, shall:

a. Issue regulations prescribing criteria for "satisfactory and unsatisfactory participation" by members of their respective Reserve components; and,

b. Ensure that applicants understand their Military Service Obligation (MSO) before assignment to the Reserve component.

#### F. PROCEDURES

1. Unsatisfactory Participation in the Ready Reserve

a. Members Who Have Not Fulfilled Their MSO. Members of the SELRES who have not fulfilled their statutory MSO under Section 651 of 10 U.S.C. (reference (b)), and whose participation has been unsatisfactory (see "Unsatisfactory Participation," definition 6 of enclosure 2), may, at the discretion of the Secretary of the Military Department concerned, be processed as follows:

(1) Ordered to active duty (AD), if they have not served on AD, or active duty training (ADT) for a total of 24 months, for such period of time as may be deemed necessary by the Secretary concerned under Section 12303 of reference (b). Such individuals may be required to serve on AD until their AD or ADT equals 24 months.

(2) Ordered to ADT, regardless of the length of prior AD or ADT, for a period of not more than 45 days under Section 10148 of reference (b).

(3) Transferred to the Individual Ready Reserve (IRR) for the balance of their statutory MSO when the Military Department concerned has determined that the individual "still possesses the potential for useful service if mobilized."

(4) Enlisted members may be discharged for "unsatisfactory participation" under DoD Directive 1332.14 (reference (c)). Unless the Service member requests a hearing before an Administrative Discharge Board, the discharge process does not require convening a Board to consider the circumstances and recommend appropriate action when:

(a) The appropriate commander has recommended that the person be discharged under "honorable conditions."

(b) The Military Department concerned has determined that the individual "does not possess the potential for useful service if mobilized."

(5) Commissioned officers whose participation has been unsatisfactory must be reviewed for discharge by a board of officers when a board of officers is required by Sections 12681 and 12683 of 10 U.S.C. (reference (b)) or when the appropriate military authority has recommended a discharge under "other than honorable conditions."

b. Members Who Have Fulfilled Their MSO. Members of the SELRES who have fulfilled their statutory MSO under Section 651 of reference (b) and whose participation "has been unsatisfactory," at the discretion of the Secretary of the Military Department concerned, may be processed as follows:

(1) Transferred to the IRR or the Standby Reserve inactive status for the balance of their current enlistment when the Military Department concerned has determined that the individual "still has potential for useful service if mobilized"; or,

(2) Enlisted members may be discharged for "unsatisfactory participation" under DoD Directive 1332.14 (reference (c)) when the Military Department concerned has determined that the individual "has no further potential for useful service if mobilized."

(3) Commissioned officers may be discharged for "unsatisfactory participation" in accordance with Sections 12681 and 12683 of 10 U.S.C. (reference (b)).

c. Administrative Discharge Boards for Enlisted Members

(1) An Administrative Discharge Board shall be convened, unless waived by the member, to consider the circumstances and recommend appropriate action when an enlisted member of the SELRES is identified as an "unsatisfactory participant" and when the appropriate military authority has recommended discharge under "other than honorable conditions," or when required by statute.

(2) When an enlisted member of the Ready Reserve is identified as an "unsatisfactory participant" and the appropriate military authority has not recommended discharge under "other

than honorable conditions," that member may be discharged without the convening of an Administrative Discharge Board in accordance with reference (c).

d. Enlisted Members Ordered to AD or ADT. Individuals assigned to the SELRES who are ordered to AD or ADT under Section 10148 of 10 U.S.C. (reference (b)) may be returned to their previous unit of assignment or transferred to the IRR (with the consent of the appropriate State authority if a member of the National Guard) on the completion of AD or ADT. That member's term of enlistment or Service agreement may be extended up to 6 months to permit completion of the designated period of AD in accordance with Section 10148 (a) of reference (b).

e. Transfer Codes. When a member of the SELRES is transferred to the IRR, the separation program designator transfer and/or reassignment code shall be entered in the Military Service's personnel data system for subsequent update to the Reserve Component Common Personnel Data System (RCCPDS), in accordance with DoD Instruction 7730.54 (reference (d)).

f. Reentry Codes. When a member of the SELRES is transferred to the IRR or separated from a Reserve component, a reentry code shall be entered on the Service's separation and/or transfer and/or reassignment documents and, in accordance with paragraph C.2.a. of DoD Instruction 1336.1 (reference (e)), in the case of a member being discharged or released from AD, that code shall also be entered in the RCCPDS. This information shall be made available, on request, to the U.S. Military Entrance and Processing Command.

g. Release of Coded Information. The Secretaries of the Military Departments shall establish procedures to ensure that transfer code and reentry code information is not improperly released to those not having a need to know the information. Members of the SELRES concerned may be given their own information on request.

h. Mailing Orders. When members of the SELRES are ordered to AD or transferred to the IRR because of "unsatisfactory participation," copies of their orders shall be furnished to the individuals through personal contact by a member of the command or by written transmittal. In either case, a written receipt must be obtained. When such efforts are unsuccessful, those orders shall be mailed to the individual, as follows:

(1) Notify members by mailing orders to the member's most recent mailing address. Use certified mail (return receipt requested), and obtain a receipt for "Certified Mail Obtained." Attach that receipt to a copy of the orders for proof of mailing and file with that member's personnel file.

(2) Individuals ordered to AD who fail to report shall be processed in accordance with policy and procedures established by the Secretary of the respective Military Department.

2. Unsatisfactory Participation in the Ready Reserve (Officers). Commissioned officers of a Reserve component, whose participation "has been unsatisfactory," may be discharged from the Reserve component only under an approved recommendation of a board of officers convened by

an authority designated by the Secretary concerned, except as otherwise provided by Sections 12681 and 12683 of reference (b).

3. Unsatisfactory Participation in the IRR

a. Members of the IRR Participating Unsatisfactorily. The Secretaries of the Military Departments shall ensure that, on transfer to the IRR, members understand their MSO as a member of the IRR, including the requirement for "satisfactory participation" in the annual reporting program. Members of the IRR ordered to AD in accordance with 10 U.S.C. 10147 (reference (b)) or to muster duty, in accordance with Section 12319 of reference (b), to accomplish annual screening requirements and who fail to perform that duty or to produce satisfactory evidence as to why they were unable to perform that duty shall be designated as "unsatisfactory participants." Members of the IRR who have not fulfilled their MSO under Section 651 of reference (b), were enlisted or appointed under any program that provided that the MSO could be fulfilled by service in the IRR, and whose participation in such program has not been satisfactory shall be designated as "unsatisfactory participants." At the discretion of the Secretary of the Military Department concerned, IRR members whose participation is "unsatisfactory" may be processed as follows:

(1) Ordered to ADT, regardless of the length of the prior AD or ADT, for a period of not more than 45 days under Section 10148 of reference (b) for failing to meet the annual screening requirements.

(2) Retained in the IRR or transferred to the Standby Reserve inactive status for the balance of their statutory MSO, current enlistment contract, or service agreement when the Military Department concerned has determined that the individual concerned "still possesses the potential for useful service if mobilized."

(3) Enlisted members shall be processed for separation for "unsatisfactory participation" under DoD Directive 1332.14 (reference (c)) when the Military Department concerned has determined that the individual has "no potential for useful service if mobilized."

(4) Commissioned officers whose participation "has been unsatisfactory" may be discharged from a Reserve component only under an approved recommendation of a board of officers convened by an authority designated by the Secretary concerned except as otherwise provided by Sections 12681 and 12683 of reference (b).

b. Orders Affecting Members of the IRR. Orders affecting members of the IRR that involve ADT required by the terms of the enlistment or service agreement may be handled by mail.

c. Changes in Personal Status. Each member of the IRR must keep the Military Department concerned apprised of changes in their mailing address, marital status, number of

dependents, civilian education, civilian employment, and any physical condition or other factor that would affect the IRR member's immediate availability for active military service.

4. Hardships and Delays

a. Hardships. Individuals whose involuntary orders to AD would result in extreme community or personal hardship, on their request, may be transferred to the Standby Reserve, the Retired Reserve, or may be discharged, in accordance with DoD Directive 1200.7 (reference (f)).

b. Delays. Individuals involuntarily ordered to AD or ADT under Section F. may be authorized a delay, according to the rules set by the Secretary of the Military Department concerned.

5. Exceptions. Members of the Ready Reserve who are unable to participate for any of the following reasons shall be processed, as indicated:

a. Unit Inactivation or Relocation. Members of the SELRES who are unable to participate by reason of unit inactivation or relocation, and they reside beyond the commuting distance (definition 1. of enclosure 2) of a Reserve unit, shall be transferred to the IRR and shall be subject to the participation requirements in DoD Directive 1215.6 (reference (g)) and subsection F.1., above.

b. Individual Relocation. Members of the SELRES who permanently change their residences to reside beyond a reasonable commuting distance of their assigned unit may:

(1) Lose their billet and shall be transferred to another paid-drill unit of the same Reserve component, if possible, or be given 90 days from departing their original unit to locate and join another unit before transfer to the IRR. At the new unit, they shall fill an existing vacancy or be assigned as "a temporary unit over strength" in congressionally authorized end strengths and funding authorizations.

(2) Locate vacancies that require different specialties than the ones they possess. The Secretary of the Military Department concerned may provide for retraining those members (with their consent) by ordering them to ADT to acquire the necessary specialties.

(3) Be accepted in a Reserve component of their Military Department, regardless of unit vacancies, if established end strength is not exceeded, and subject to the following conditions:

(a) The losing unit certifies that the Reservist's participation has been "satisfactory."



(b) The Reservist's grade and specialty is usable in the unit, the member can be retrained by on-the-job training, or the member is willing to be retrained by being ordered to ADT.

(4) Be authorized to transfer to another Reserve component under DoD Directive 1205.5 (reference (h)); or,

(5) Not be assigned to a unit beyond a reasonable commuting distance without their consent.

c. SELRES Billet Not Available. When another pay billet of the same Reserve component cannot be located, those members shall be transferred to the IRR.

d. Key Employees. Members of the Ready Reserve, designated by employers and approved by the Secretary concerned as "key employees" in their civilian occupations, shall be reassigned to the Standby Reserve, retired, or discharged, in accordance with DoD Directive 1200.7 (reference (f)). Members designated as "key employees" must notify their units and Military Service of their status within 30 days of such designation.

e. Individuals Preparing for the Ministry. Ready Reservists preparing for the ministry, in an accredited theological or divinity school, shall be transferred to the Standby Reserve (active status) for the duration of their ministerial studies. Ready Reservists participating in a military Chaplain Candidate or Theological Student Program may continue their Ready Reserve affiliation and engage in AD and IDT.

f. Individuals Enrolled in Health Professions Graduate Study. Individuals enrolled in a course of graduate study in one of the health professions shall be screened, in accordance with DoD Directive 1215.4 (reference (i)).

g. Overseas Residency. Individuals who incur a temporary nonmilitary obligation requiring overseas residency outside the United States shall be processed, according to DoD Directive 1205.14 (reference (j)).

h. Other Actions. Nothing in this Instruction shall be construed as preventing action against a member of the Ready Reserve, either by court martial or review by a board of officers convened by an authority designated by the Secretary of the Military Department concerned, when such action might otherwise be warranted under 10 U.S.C. (reference (b)) or the regulations of the Military Department concerned.

i. Participation in the Serviceman's Group Life Insurance (SGLI) Program by Members of the IRR. Members of the IRR, authorized to attend IDT for retirement points, whose SGLI premium payments are in arrears and who have not declined SGLI coverage, shall not be permitted to voluntarily drill or serve on AD when their SGLI premiums remain in arrears.



G. EFFECTIVE DATE

This Instruction is effective immediately.



Deborah R. Lee  
Assistant Secretary of Defense  
Reserve Affairs

Enclosures - 5

1. References
2. Definitions
3. Criteria for Satisfactory Participation in the Reserve Components
4. Reserve Participation in Sovereign Foreign Nations
5. Scheduling Drills for the Selected Reserve

REFERENCES, continued

- (e) DoD Instruction 1336.1, "Certificate of Release or Discharge From Active Duty (DD Form 214/5 Series)," January 6, 1989
- (f) DoD Directive 1200.7, "Screening the Ready Reserve," April 6, 1984
- (g) DoD Directive 1215.6, "Uniform Reserve, Training and Retirement Categories," December 18, 1990
- (h) DoD Directive 1205.5, "Transfer of Members Between Reserve Components of the Military Services," May 16, 1980
- (I) DoD Directive 1215.4, "Medical Training in the Reserve Components," November 27, 1990
- (j) DoD Directive 1205.14, "Enlistment, Appointment and Assignment of Individuals in Reserve Components," May 24, 1974
- (k) Title 37, United States Code

## DEFINITIONS

1. Commuting Distance. The maximum distance a member of a Reserve component may be required to travel involuntarily between residence and IDT site. That distance may be in the following:

a. A 100-mile radius of the IDT site or a distance that may be traveled by automobile under average conditions of traffic, weather, and roads in 3 hours. That applies only to those units that normally do four IDT sessions on 2 consecutive days and where Government meals and quarters are provided at the unit IDT site.

b. A 50-mile radius of the IDT site or a distance that may be traveled by an automobile under average conditions of traffic, weather, and roads in a 1 1/2-hour period, where Government meals and quarters are not provided at the unit IDT site.

2. Individual Ready Reserve (IRR). Members of the Ready Reserve not assigned to the SELRES, not on AD, and normally not in a paid status.

3. Ready Reserve. Consists of Reserve units and individual members who are liable for immediate AD during war or national emergency. The Ready Reserve includes the SELRES and the IRR.

4. Secretary Concerned. The Secretaries of the Military Departments and the Secretary of Transportation for the Coast Guard when it is not operating as a Service in the Department of the Navy.

5. Selected Reserve. That part of the Ready Reserve consisting of Reserve units, as designated by the Secretary concerned, and of individual Reservists, in pay status, required to participate in IDT periods and annual training. The SELRES also includes Active Guard and Reserve and Individual Mobilization Augmentee (IMA) personnel as well as Reservists performing initial ADT. (See Section 10143 of 10 U.S.C. (reference (b))).

6. Unsatisfactory Participation. Failing to fulfill the contractual obligation or service agreement as a member of the Ready Reserve. Participation is unsatisfactory when members of the SELRES acquire at least nine unexcused absences from scheduled training within a 12-month period or members of the Ready Reserve fail to meet the standards prescribed by the Military Departments concerned for annual screening, attendance at ADT, training advancement, misconduct for military offenses, or performance of duty.

CRITERIA FOR SATISFACTORY PARTICIPATION IN THE RESERVE  
COMPONENTS

A. GENERAL

In the general policy (subsection F.1. of the main body of this Instruction), the minimum annual participation for members of the Reserve components, prescribed by the Secretaries of the Military Departments, shall be at least 48 drills and 14 days (12 days for the Navy and Coast Guard) of annual training, exclusive of travel time, or, for the Army and Air National Guard, 48 drills and at least 15 days of ADT each year to maintain the proficiency of the unit and the skills of the individuals. In establishing annual participation requirements under that policy in subsection F.1., the Secretaries of the Military Departments may establish policy to do, as follows:

1. Grant exceptions for individuals who are subject to the participation requirements of DoD Directive 1215.6 (reference (g)) provided that the number of unexcused absences does not exceed nine scheduled IDT periods.

2. If it is consistent with military requirements, consider the personal circumstances of members and transfer them to the appropriate training category in reference (g).

B. ABSENCES

Unless excused, members of the SELRES shall be subject to the participation requirements in reference (g) and subsection F.1. of this Instruction. Unit commanders may grant an excused absence to such a member based on the member's submission of adequate justification within a 30-day period before or 30-day period following the missed IDT period.

C. TRANSFER AS A RESULT OF SCREENING

The transfer of members to the Standby Reserve, as a result of the screening process in DoD Directive 1200.7 (reference (f)), does not constitute "unsatisfactory participation."

RESERVE PARTICIPATION IN SOVEREIGN FOREIGN NATIONS

A. TRAINING AUTHORIZED

The Secretaries of the Military Departments, consistent with section B., below, may authorize scheduled IDT periods, correspondence courses, and other training for members of the Reserve components living in sovereign nations that permit the United States to maintain members of its Armed Forces (other than the Military Advisory Assistance Group, or attached personnel) in their boundaries.

B. INDIVIDUAL IDT NOTIFICATION

Before authorizing participation in IDT, the Secretaries of the Military Departments shall instruct the respective attaches or the overseas Service commander to inform the U.S. Ambassador and appropriate officials of the foreign government. If the foreign government objects, the Secretary of the Military Department may furnish the facts and recommendations to the Secretary of Defense. The notification requirement does not prohibit completion of correspondence courses for retirement point credit in sovereign foreign nations where the United States does not maintain Armed Forces.

## SCHEDULING DRILLS FOR THE SELECTED RESERVE

### A. GENERAL

The Secretaries of the Military Departments shall designate by regulation the level of command or supervision authorized to schedule IDT periods. Unit IDT schedules shall be prepared and published as far in advance as possible, on a yearly basis. That advance schedule should provide adequate notice to Reservists, who may then plan their activities to minimize disruptions to their families and employers.

### B. RESERVISTS NOT ASSIGNED TO RESERVE UNITS

The commanders or supervisors of Reservists not assigned to Reserve units, such as the IMA, shall schedule IDT periods by mutual agreement with Reservists.

### C. IDT SCHEDULES

IDT periods may be scheduled or rescheduled for an individual, unit, or portions of a unit, where necessary, to meet training requirements and performance of missions. Rescheduled IDT periods should be announced 30 days in advance to allow sufficient time for the Reservists to be advised of the change. Primary consideration in reaching a decision on rescheduling IDT periods shall be the availability of the training for the member or unit, and/or the benefit and convenience of the Government. IDT periods may be scheduled throughout the month, including weekdays, as necessary for training and performance of the unit mission. Documentation requirements for rescheduling IDT periods shall be equal to that required for the normal scheduling of IDT.

1. Equivalent Duty Period (EDP). EDP is activity performed instead of a scheduled IDT period. EDP may be provided to allow a Reservist to make up an IDT period missed due to illness or emergency situations. There is no obligation for a Reserve component to authorize EDPs. Where authorized, the approving official shall ensure that EDP is of equivalent value to the member's normal training or duty and available on the date(s) scheduled. A member may not be paid for more than four periods of equivalent training, instruction, duty, or appropriate duties performed during any fiscal year. (See 37 U.S.C., reference (k)).

2. Reserve Members Attached to Other Units. Reserve members may be attached to other units for duty to train at a place of duty that is not the duty location of the unit in which the position is authorized; for example:

- a. Division surgeon assigned to medical battalion, place of duty, or division headquarters.
- b. Attending U.S. Army Reserve schools, or other special duty.
- c. Attending college or other civilian schooling at another location. Such assignments must be for a definite and stated duration.